



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

Hahn

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors

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First District

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Second District

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March 5, 2002

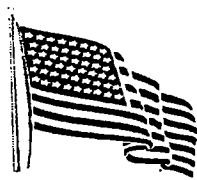
The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AMENDMENT NO. 1 TO LEASE NO. 70604
DISTRICT ATTORNEY
215 NORTH MARENGO AVENUE, PASADENA
(FIFTH)(3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign the attached Amendment No. 1 to Lease No. 70604 with The Walnut Plaza, L.P. (Lessor) to extend said lease for an additional five years for 3,074 square feet of administrative office space and six parking spaces, located at 215 North Marengo Avenue, Pasadena, to be utilized by the District Attorney (DA), Juvenile Division at an initial annual rent of \$79,308, all of which is net County cost.
2. Authorize the Lessor and/or Director of the Internal Services Department (ISD) at the direction of the Chief Administrative Office (CAO), to acquire a telephone system for the DA at a cost not to exceed \$30,000. The full cost of the telephone, data, and low voltage systems will be paid in a lump sum by the DA.
3. Find that the proposed Amendment is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15061 (b) (3) of the State CEQA Guidelines.



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4. Approve the project and authorize the CAO, DA, and ISD to implement the project. The Amendment will be effective upon approval by your Board and completion and acceptance of the tenant improvements (TIs).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The proposed action for the subject facility, which has been occupied by the DA since November 1986, will accommodate growth of up to 15 Juvenile Division staff and allow the Department to continue its operation for an additional five years at the same location.

- The DA has a continuing need for the subject facility.
- Amendment No. 1 will allow the DA to move to a larger suite within the building to alleviate overcrowded conditions in the existing office space as well as allow for growth associated with the program.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs that we invest in public infrastructure, in order to strengthen the County's fiscal capacity. The lease of property supports this strategy by complying with the Strategic Asset Management Principles (Goal 4, Strategy 2, Objective 2). The proposed lease will provide necessary growth for the DA Juvenile Division within an existing facility currently co-housed with another County office as further outlined in Attachment A.

FISCAL IMPACT/FINANCING

215 N. Marengo Ave.	Before Amendment	After Amendment	Change
Area:	1,800 square feet	3,074 square feet	1,274 sq. ft.
Term:	5 years	5 year extension	5 years
Annual Rent:	\$37,800 (\$21.00/sq. ft.)	\$79,308 (\$25.80/sq. ft.)	\$41,508 (\$4.80/sq.ft)
Tenant Improvement (TI)			
Included in Base Rent:	N/A	Build-to-suit*	*
Maximum Annual Rent:	\$37,800 (\$21.00/sq. ft.)	\$79,308 (\$25.80/sq. ft.)	\$41,508
Option to Extend:	One 3 year option	One 3 year option	None
Cancellation:	After 3 years w/90 days notice	After 3 years w/90 days notice and reimbursement to Lessor of unamortized TIs*	None
Parking:	0	6 spaces included in rent	6 on-site

*Build to suit; build-out costs for Lessor are estimated to run approximately \$60,000 for County's tenancy.

- Sufficient funds for the proposed amendment are included in the 2001-02 Rent Expense Budget and will be charged back to the DA. Sufficient funding is available in the DA 2001-02 Budget to cover the projected lease costs. All costs attributed to this lease are considered net County costs.
- The total estimated purchase cost for the telephone, data and low voltage systems is not to exceed \$30,000 and shall be paid in a lump sum by the Department. Should the Lessor be able to provide the aforementioned costs at or below the County's cost, the recommendation herein allows for the payment of these costs to the Lessor and, at the discretion of the CAO, all or part of these costs may be paid direct on a lump sum basis.
- Rent is subject to annual increases based on Consumer Price Index adjustments of 2 percent minimum and 4 percent maximum.

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FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed office space will house the Juvenile Division staff of the DA who prosecute cases related to public offenses. The office has outgrown its existing space and is in need of larger office accommodations particularly in light of the proposed implementation of the Pasadena Juvenile Mental Health Court.

The proposed five year lease comprises 3,074 square feet of office space and six parking spaces and contains the following provisions:

- The proposed lease will be on a full service basis whereby the Lessor pays for all operating costs associated with the County's occupancy during the term of the lease.
- The term and rent for the new office space will commence upon completion and acceptance of the TIs.
- A right to cancel by the County after three years upon 90 days prior written notice. In the event of such cancellation, the County will reimburse the Lessor for any unamortized TIs at an interest factor of 6 percent over the five year term.
- One option to extend the term for an additional three years at 90 percent of fair market rental value as defined in the Amendment.
- Six new on-site parking spaces were negotiated as part of the proposed Amendment. Additional parking is available for staff across the street at the City of Pasadena parking structure which is currently the only free parking available for staff. Guest and client parking is also available on site.
- No County Project Manager or employee, including the CAO, is authorized to approve any expenditure not expressly pre-approved by the Board of Supervisors. The Board of Supervisors will not approve retroactive expenditures. Any unapproved expenditures

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by the Lessor, even if it benefits the County, shall not be recovered by Lessor who shall solely bear the risk of loss for incurring such liabilities as stated in Paragraph 9 of the proposed Amendment.

CAO Real Estate staff conducted a survey of the Pasadena/South Pasadena area as specified by the DA to determine the availability of comparable and more economical sites. Staff was unable to identify any sites in the surveyed area that could accommodate these requirements more economically. Attachment B shows all County owned and leased facilities within the search area for these programs. There are no County owned or leased facilities in the proximity of this existing program.

Based upon a survey of the market for similar properties in the designated area, staff has determined that the base rental for similar property including parking is between \$25.70 and \$32 per square foot per year on a full service basis. Therefore, the base rental rate of \$25.80 per square foot per year falls at the low end of the range of market rents for the area.

The Department of Public Works inspected this building and finds it suitable for the County's continued occupancy.

The proposed premises are too small to house a child care center and the remaining building is fully occupied.

LEGAL/NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT

The CAO has made an initial study of environmental factors and has concluded that this project is exempt from CEQA pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15061 (b) (3) of the State CEQA Guidelines.

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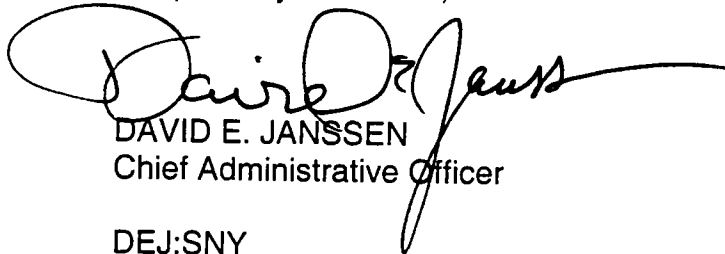
IMPACT ON CURRENT SERVICES (OR PROJECTS)

It is the finding of the CAO that the proposed Amendment is in the best interest of the County and will continue to provide the necessary space requirements for this program. In accordance with your Board's policy on the housing of any County offices or activities, the DA concurs with this recommendation.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors return two originals of the executed Lease Amendment, two certified copies of the Minute Order and adopted stamped Board letter to the CAO, Real Estate Division, 222 South Hill Street, 4th Floor, Los Angeles, CA 90012.

Respectfully submitted,



DAVID E. JANSSEN
Chief Administrative Officer

DEJ:SNY
CWW:NH:jpf

Attachments (4)

c: County Counsel
Auditor-Controller
District Attorney

Attachment A

DISTRICT ATTORNEY, JUVENILE DIVISION
215 N. MARENGO AVE., PASADENA

Asset Management Principles Compliance Form¹

1. Occupancy

YES NO NA

- A Does lease consolidate administrative functions?² X
- B Does lease co-locate with other Department functions to better serve clients?² X
- C Does this lease centralize business support functions?² X
- D Does lease meet the guideline of 200 sf of space per person?² X
- Premises provide a secured lobby/reception area. Ratio=1/205**

2. Capital

- A Should program be in leased space to maximize State/Federal funding? X
- B If not, is this a long term County program? X
- C Is it a net County cost (NCC) program? List % NCC **100%** X
- D If yes to 2 B or C; capital lease or operating lease with an option ? X
- E If no, are there any suitable County owned facilities available? X
- F If yes, why is lease being recommended over occupancy in County owned space? X
- G Is Building Description Report (BDR) attached as "Attachment B"?² X
- H Was build to suit or capital project considered?² X
- The small amount of square footage required does not warrant a capital or build-to-suit project, and the proposed building is available at a competitive market rate.**

3. Portfolio Management

- A Did department utilize CAO Space Request Evaluation(SRE)?² X
- B Was the space need justified? X
- C If a renewal lease, was co-location with other County departments considered? X
- D Why was this program not co-located?
1. ___ The program clientele requires a "stand alone" facility.
 2. ___ No suitable County occupied properties in project area.
 3. ___ No County owned facilities available for the project
 4. ___ Could not get City clearance or approval
 5. X The Program is being co-located
- E Is lease a full service lease?² X
- F Has growth projection been considered in space request? X
- G Has the Dept. of Public Works completed seismic review/approval? X

¹ As approved by the Board of Supervisors 11/17/98

² If not, why not?

Please **BOLD** any written responses

Attachment "B"

Chief Administrative Office-Real Estate Division
Space Search within the Pasadena/South Pasadena Communities
for 215 North Marengo Ave., Pasadena CA
As of January 25, 2002

Ownership	LACO	Facility Name	Address	Gross Sq. Ft.	Net Sq. Ft.	Sq. Ft. Available
FINANCED	5397	PASADENA COURTHOUSE	300 E WALNUT ST, PASADENA 91101	228,638	104,855	None
LEASED	A043	DA-JUVENILE/BD OF SUPERVISOR-THE WALNUT PLAZA	215 N MARENGO AVE, PASADENA 91101-1505	3,350	2,684	None
	A215	ALT PUBLIC DEFENDER-PASADENA OFFICE	221 E WALNUT ST, PASADENA 91101	3,200	2,960	None
	A337	DPSS-GLENDALE IHSS OFFICE ANNEX	145 N VISTA AVE, PASADENA 91107	3,600	3,240	None
	A353	DCSS-PASADENA ADULT PROTECTIVE SERVICES	1370 E WALNUT ST, PASADENA 91101	1,600	1,440	None
	A426	DC&FS-REGION V PASADENA SERVICES OFFICE	532 E COLORADO BLVD, PASADENA 91101	75,235	70,721	None
	B078	DPSS-PASADENA A/P DIST GROW ORIENTATION SITE	978 N LAKE AVE, PASADENA 91104	400	400	None
	D465	DPSS-PASADENA AP DISTRICT OFFICE	955 N LAKE AVE, PASADENA 91104	37,342	25,372	None

**AMENDMENT NO. 1 TO LEASE NO. 70604
DISTRICT ATTORNEY
215 NO. MARENGO AVENUE, PASADENA**

This Amendment No. 1 to Lease No. 70604 is made and entered into the ____ day of _____, 2002 by and between THE WALNUT PLAZA, limited partnership, hereinafter referred to as "Lessor" and the COUNTY OF LOS ANGELES, a body politic and corporate, hereinafter referred to as "Lessee."

WHEREAS, Lessor and Lessee entered into an agreement dated March 18, 1997 for approximately 1,800 gross square feet on the first floor of a suite identified as 215 No. Marengo Avenue, Pasadena, that provided for an initial lease term of five (5) years, and;

WHEREAS, the Lessor and Lessee desire to lease an alternative suite within the building on the second floor, extend the lease term and construct the alternative premises to Lessee's plans and specifications as set forth in Exhibits "B" and "C" respectively, attached hereto, and;

NOW THEREFORE, in consideration of the foregoing recitals, which are hereby deemed a contractual part hereof, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and the rents, covenants and agreements herein contained and intending to be legally bound hereby Lessor and Lessee hereby covenant and agree as follows:

1. DESCRIPTION OF THE PREMISES. Paragraph 1. of Lease No. 70604 is hereby deleted in its entirety and the following is inserted in substitution thereof and incorporated into the Lease:

1. DESCRIPTION OF PREMISES: The Lessor, for and in consideration of the performance of the covenants and agreements hereinafter contained to be kept and performed by the Lessee, upon the following terms and conditions, hereby leases to the Lessee, and the Lessee hereby hires and takes of and from the Lessor, those certain premises collectively located at 215 N. Marengo Avenue, Pasadena, California identified as follows:

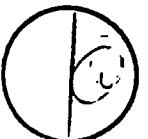
Parcel A - Consists of exclusive use of approximately 3,074 square feet of office space on the second floor, known as suite 200.

Parcel B - Consists of six (6) reserved parking spaces located within the on-site subterranean parking garage.

The Premises shall consist of all the space referred to above and contained within the building ("Building") situated on the parcel(s) of real property ("Land") the address of which is set forth above. The Premises shall consist of 3,074 square feet, as shown on Exhibit "B" attached hereto and incorporated herein by this reference. All measurements were taken in accordance with the criteria established by the Building Owners and Managers Association (BOMA) pertaining to office type buildings. At no time except by specific amendment to this Lease will the amount of square footage as contained herein exceed the amount stated.

2. TERM, Paragraph 2, of Lease No. 70604 is deleted in its entirety and the following is inserted in substitution thereof and incorporated in the Lease:

A. The term of the Lease shall be for a period of five (5) years, the "Commencement Date" which shall be the date when the Lessor has substantially completed the Premises' Tenant Improvements by Lessor evidenced by the issuance of a Certificate of Occupancy (or a Temporary



Certificate of Occupancy), or a final sign-off, if applicable, by the City of Pasadena, pursuant to the terms of the "Preparation of Premises" paragraph incorporated in this Lease Amendment agreement; but in no event shall the term of the extended lease term commence later than May 1, 2002, the "Outside Date," except by mutual agreement of Lessor and Lessee.

B. Options to Renew

Lessee shall have the option to renew this Lease for a period of three (3) years under the same terms and conditions as contained herein except that the rental rate shall be adjusted by negotiation not to exceed ninety (90%) of the fair rental value which the Lessor could derive from the demised premises if they were made available on the open market. Lessee, by Chief Administrative Office letter, shall notify Lessor in writing not less than one hundred eighty (180) days prior to expiration of the Lease term of Lessee's intention to exercise its option. The actual exercise of the option shall be only by the Board of Supervisors of the County of Los Angeles.

3. RENT, Paragraph 3. of Lease No. 70604, is deleted in its entirety and the following is inserted in substitution thereof and incorporated in the Lease:

The Lessee hereby agrees to pay as rent for said demised Premises during the term the sum of Six Thousand Six Hundred Nine and 00/100 Dollars (\$6,609) per month, payable in advance by Auditor's General Warrant. Rental payments shall be payable within fifteen days after the first day of each and every month of the term hereof provided Lessor has caused a claim therefor for each such month to be filed with the Auditor of the County of Los Angeles prior to the first day of each month. The Premises rent shall not be payable until Lessee accepts the Premises pursuant to Paragraph 7 of this Lease Amendment.

4. CANCELLATION, Paragraph 5 of Lease 70604 is hereby deleted in its entirety and the following is inserted in substitution thereof and incorporated into the Lease:

5. CANCELLATION: Lessee shall have the right to cancel this Lease at the end of the thirty-sixth (36th) monthly anniversary of the Commencement Date by giving Lessor at least ninety (90) days prior written notice. In the event of such cancellation, the County will pay a fee equal to the unamortized portion of the verified tenant improvement expenses paid by the Lessor amortized at an interest factor of six percent (6%).

5. CONDEMNATION, Paragraph 16 of Lease No. 70604 is hereby amended as follows:

The following two paragraphs are to be added at the end of Paragraph 16:

In the event of partial taking of the parking area, Lessor shall use his best effort to provide Lessee with six (6) reserved off-street parking spaces, no more than two (2) of which are tandem, within the building parking structure of the Premises. Lessee may at its sole discretion negotiate with Lessor for an equitable reduction in the monthly rent based upon the Fair Market Value of such parking or the loss of such parking if not replaced.

Notwithstanding the above, failure of the Lessor to provide a minimum of six (6) reserved parking spaces at all times shall entitle Lessee to cancel this Lease by giving the Lessor fifteen (15) days advance written notice of such cancellation.

6. PARKING SPACES, Paragraph 20 of Lease No. 70604 is hereby deleted in its entirety and the following is inserted in substitution thereof and incorporated into the Lease:

Lessor at his sole cost and expense shall provide for the use by Lessee during the



term of this Lease and Agreement or any renewal or holdover period as the case may be, six (6) reserved off-street parking spaces located in the on-site subterranean parking garage. No more than two (2) tandem spaces will be included and the other spaces will be "in and out" as long as that design is consistent with County policy.

Notwithstanding the above, failure of the Lessor to provide a minimum of six (6) parking spaces at all times shall entitle Lessee to cancel this Lease and Agreement by giving Lessor fifteen (15) days advance written notice of such cancellation; or Lessee may, at its sole discretion, negotiate with Lessor for an equitable reduction in the monthly rent based upon the Fair Market Value of such parking or the loss of such parking if not replaced.

7. PREPARATION OF PREMISES, the following paragraphs shall be added to Lease No. 70604 and incorporated into the Lease as Paragraph 29:

- A. Lessor agrees to clean, paint and install partition walls per plan provided by County attached as Exhibit "B," and corresponding specifications for same by reference. Lessor to install new carpet, window coverings/blinds. Lessor to install appropriate HVAC ducting, including MCR room, light fixtures, lenses, electrical conduit and outlets per approved plan attached hereto as Exhibit "B," and specifications attached hereto as Exhibit "C". All work at subject Premises shall be performed by and at the cost and expense of Lessor. Cleaning and maintenance schedule is incorporated into this agreement as Exhibit "A".
- B. The Premises shall meet all applicable City, County, State and Federal building codes, regulations and ordinances for beneficial occupancy. Any work, including construction, that Lessor must undertake to obtain the necessary jurisdictional approvals or code requirements necessitated by Lessee's special requirements for occupancy shall be at Lessor's sole cost and expense.

8. RENTAL ADJUSTMENT, Paragraph 26 of Lease No. 70604 is hereby deleted in its entirety and the following is inserted in substitution thereof and incorporated into the Lease:

- A. For each successive twelve (12) months of the Commencement Date of this Lease and in the event the Lessee exercises its option pursuant to Paragraph 2 (b) for each successive twelve (12) month period thereafter, the monthly rental as set forth in Paragraph 3 shall be subject to adjustment. At the first annual anniversary date of the first full calendar month following the Commencement Date of this Lease and every twelve (12) months thereafter, the monthly rent shall be adjusted in accordance with the CPI formula set forth in Paragraph 26B. The "Base Index" shall be the Index published for the month the Commencement Date occurred.
- B. CPI Formula: The method for computing the annual rental adjustment shall be by reference to the Consumer Price Index for all Urban Consumers for the Los Angeles-Anaheim-Riverside area, all items published by the United States Department of Labor, Bureau of Labor Statistics (1982-84 = 100), herein referred to as "Index."

The rental adjustment for the Base Rent shall be calculated by multiplying the Lessor's monthly base rent of \$6,609.00 by a fraction, the numerator being the New Index which is the Index published for the month immediately preceding the month the adjustment is to be effective, and the denominator being the Base Index as defined above. The formula shall be as follows:

New Index

[Base Index] x \$6,609.00 (Base Rent)



= Adjusted Monthly Base Rent

If the Index is changed so that the base year of the Index differs from that used as of the commencement date of the lease, the Index shall be converted in accordance with the conversion factor published by the United States Department of Bureau of Labor Statistics. If the index is discontinued or revised during the term of this lease, such other governmental Index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the Index had not been discontinued or revised. In the event the parties are unable to agree upon a substitute index (if the original index is discontinued without a replacement) then upon demand by either party, the matter shall be submitted to arbitration in accordance with Paragraph 22N for the purpose of determining an alternate method of computing the rent adjustment based upon the increase in the cost of living.

C. General Provisions:

1. In no event shall the monthly rent adjustment based upon the CPI formula set forth in Paragraph 26B result in an annual increase greater than four percent (4%) per year of the monthly base year rent of \$6,609.00 (i.e. \$264.36 per month, annually), or less than two percent (2%) per year of the monthly base year rent of \$6,609.00 (i.e., \$132.18 per month, annually).
2. In no event shall the monthly rent be adjusted by the CPI formula to result in a lower monthly rent than was payable during the previous year of the lease.

9. LIMITATION OF AUTHORITY. the following paragraphs shall be added to Lease No. 70604 and incorporated into the Lease as Paragraph 30:

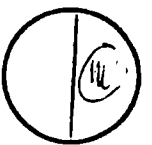
Only the Board of Supervisors has the authority, by formally approving and/or executing this Lease Amendment, to bind the County to the terms included herein. Lessor understands that no material terms of this Lease and Amendment may be altered or deleted, nor may any new material terms be added to this Lease and Amendment, without the express approval of the Board of Supervisors, either through an amendment to the Lease or by other formal Board action.

No County officer, employee, agent, or independent contractor has any authority to alter, add or delete the material terms of this Lease and Amendment; and Lessor may not rely upon any representations to the contrary.

This limitation of authority applies to all material terms of the Lease and Amendment including, without limitation, any monetary ceiling established for tenant improvements or other project costs of Lessor which are subject to reimbursement by County. County shall not reimburse Lessor for any expenses which exceed this ceiling.

10. All other terms and conditions of Lease No. 70604 shall remain the same and in full force and effect.

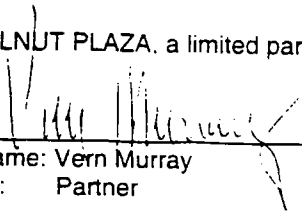
11. This Amendment contains the entire agreement of the parties with respect to the subject matter contained herein and supersedes any and all prior agreements of Lessor and Lessee with respect to such subject matter.



IN WITNESS WHEREOF, the Lessor or the Lessor's duly authorized representative has executed this Amendment No. 1 to Lease No. 70604 or caused it to be executed, and the County of Los Angeles by order of its Board of Supervisors, has caused this Lease Amendment No. 1 to be executed on its behalf by the Chairman of said Board and attested by the Clerk thereof the day, month and year first above written.

LESSOR

THE WALNUT PLAZA, a limited partnership

By: 
Name: Vern Murray
Its: Partner

ATTEST:

VIOLET VARONA-LUKENS
Executive Officer-Clerk
of the Board of Supervisors

By: _____
Deputy

LESSEE

COUNTY OF LOS ANGELES

By: _____
Chairman, County of Los Angeles

APPROVED AS TO FORM:

LLOYD W. PELLMAN
County Counsel

By: 
Deputy: Francis E. Scott

EXHIBIT "A"

CLEANING AND MAINTENANCE SCHEDULE

Daily (Monday through Friday)

1. Carpets vacuumed
2. Composition floors dust-mopped
3. Desks, desk accessories and office furniture dusted. Papers and folders left on desks not to be moved.
4. Waste baskets, other trash receptacles emptied.
5. Chairs and waste baskets returned to proper position.
6. Fingerprints removed from glass doors and partitions.
7. Drinking fountains cleaned, sanitized and polished.
8. Lavatories, toilets and toilet rooms cleaned and mopped. Toilet supplies replenished.
9. Bulb and tube replacements, as required.
10. Graffiti expunged as needed within two (2) working days after notice by Lessee.
11. Floors washed as needed
12. Kitchen/Lunchroom supplies replenished including paper supplies and soap.

Weekly

1. Low-reach areas, chair rungs, baseboards and insides of door-jambs dusted.
2. Window sills, ledges and wood paneling and molding dusted.

Monthly

1. Floors washed and waxed in uncarpeted office area.
2. High-reach areas, door frames and tops of partitions dusted.
3. Upholstered furniture vacuumed, plastic and leather furniture wiped.
4. Picture moldings and frames dusted.
5. Wall vents and ceiling vents vacuumed.

Quarterly

1. Light fixtures cleaned and dusted, but not less frequently than Quarterly.
2. Wood furniture polished.
3. Draperies or mini blinds cleaned as required, but not less frequently than Quarterly.
4. Carpet professionally spot cleaned as required to remove stains.

Semi-Annually

1. Windows washed as required inside and outside but not less frequently than twice annually.
2. All painted wall and door surfaces washed and stains removed.
3. All walls treated with vinyl covering washed and stains removed.

Annually

1. Carpets cleaned.

As Needed

1. The sidewalks, driveways, parking areas and all means of access and egress for the demised Premises should be maintained in good repair, clean and safe condition at all times.
2. All lawns, shrubbery and foliage on the grounds of the demised Premises should be maintained in good condition and neat in appearance. Grass and shrubbery must be replanted as needed to maintain the grounds in good appearance and condition.

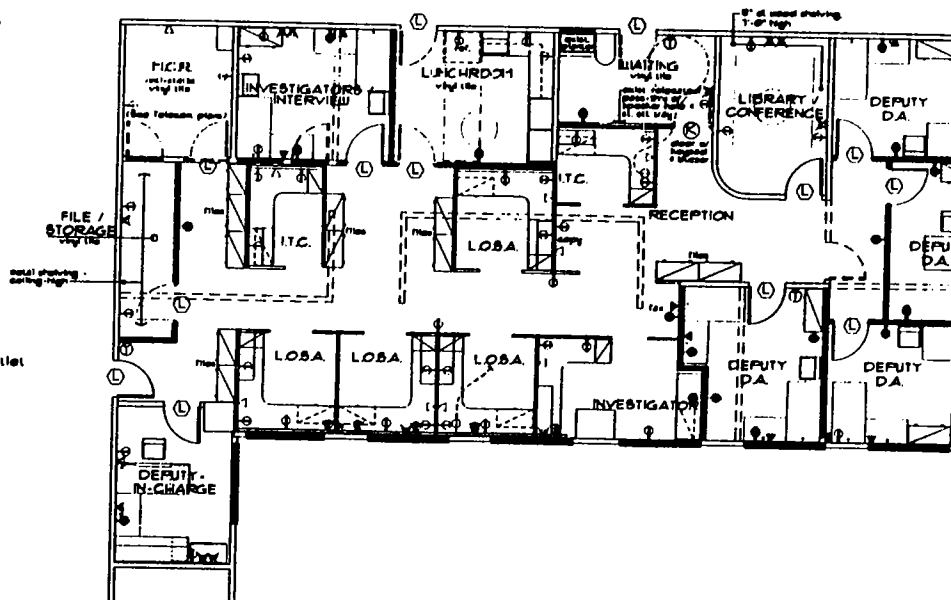
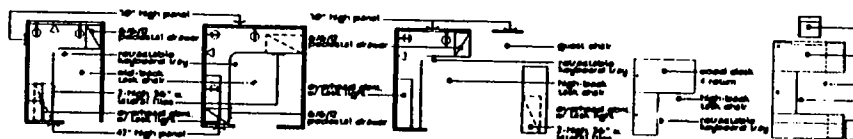
LEGEND:

- ===== existing wall
- ===== existing wall to be removed
- ===== new full-height, sound-insulated wall
- existing door
- - - - - existing door to be removed
- new 3'-0" wide, solid-core door
- ⊕ existing duplex power outlet
- ⊕ new duplex power outlet
- ⊕ new furniture systems duplex power outlet
- ⊕ electric door release
- ▽ existing telephone outlet
- ▽ new wall voice/voice / data/data outlet
- ▽ new furniture systems voice/voice - data/data outlet
- ⊕ existing duplex power outlet to be removed
- ⊕ existing telephone outlet to be removed
- ⊕ existing thermostat
- ⊕ existing thermostat to be relocated
- ⊕ door lock
- ⊕ keypad

GENERAL NOTES:

FURNITURE TYPICALS:

Scale: 1/4" = 1'-0"



SECOND FLOOR PLAN (PARTIAL)

DISTRICT ATTORNEY
JANISLE DIVISION
25 N. Main St.
Pasadena, CA 91101



COUNTY OF LOS ANGELES
CHIEF ADMINISTRATIVE OFFICE
REAL ESTATE DIVISION
200 N. Main St.

EXHIBIT "C"

OUTLINE SPECIFICATIONS

FOR

DISTRICT ATTORNEY

JUVENILE DIVISION

**215 No. Marengo Avenue,
Pasadena, CA 91101**

**COUNTY OF LOS ANGELES
CHIEF ADMINISTRATIVE OFFICE**

REAL ESTATE DIVISION

FACILITIES SPACE DESIGN

222 SO. HILL STREET,

LOS ANGELES, CA 90012

FILE NO. 39-01

**Contact: Bob Powell
TELEPHONE: (213) 974-4243
FAX: (213) 217-4968**

DIVISION 1 – GENERAL REQUIREMENTS:

1. The Lessor shall provide tenant improvements as described herein to provide a “turn-key” space for the County of Los Angeles, District Attorney.
2. The Lessor and his Architect shall consider the following Outline Specifications and Preliminary Drawings prepared by the County of Los Angeles, Chief Administrative Office, as showing the County’s functional utilization of space and general requirements of materials and quality of workmanship. The Outline Specifications and Preliminary Drawings are not definitive as to absolve the Lessor and his Architect and General Contractor from addressing any and all governing code requirements.
3. Scope of work shall include all labor, materials, supplies, equipment, services, specialties, transportation, and the cost thereof, required to complete tenant improvements for said project.
4. Tenant improvements shall conform to the requirements of all governing building, plumbing, mechanical, and electrical codes, and any and all other applicable requirements including State of California Administrative Code and The Americans With Disabilities Act. The Lessor shall be responsible for obtaining all necessary permits.
5. Upon award of the construction contract, said premises shall be turned over to the successful licensed Contractor who shall be fully responsible for the project until the work is complete and has been accepted by the Lessor and approved by the County.
6. If the existing building substantially contains materials, fixtures and equipment or other items that are in reasonably good condition to provide trouble-free service for the term of the lease (including roofing and air-conditioning etc.), those materials, fixtures, and equipment will be deemed acceptable by the County.
7. The Contractor shall repair or replace all missing, worn, or damaged construction, equipment and furnishings. Match existing or new construction, as applicable.
8. Upon completion of construction, Contractor shall wash all windows, sweep, wash and/or polish all floors, and vacuum and shampoo all carpeting. Contractor shall remove all trash and debris from the project site.
9. Submittals:
 - A. Construction Drawings: Submit three sets of blueline prints to County for review and approval prior to start of construction.
 - B. As-Builts: upon completion of project, submit one set of revised/updated contract documents on an electronic drawing file in a 3 ½ floppy disc or CD laser format.
 - C. Permits: Upon completion of project, submit copies of all permits, inspection cards, and certificates of occupancy.



DIVISION 2 - SITE WORK:

- Provide parking as required in lease documents.

DIVISION 3 - CONCRETE:

(No specific requirements)

DIVISION 4 - MASONRY:

(No specific requirements)

DIVISION 5 – METALS:

(No specific requirements)

DIVISION 6 – WOOD AND PLASTICS:

- Architectural Woodwork:
 - A. Provide cabinetry at locations shown on Preliminary Drawings:
 - Library / Conference: 12" deep existing, relocated shelves.
 - File / Storage: 12" deep metal shelves, ceiling-high.

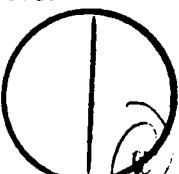
DIVISION 7 – THERMAL AND MOISTURE PROTECTION:

- Provide batt sound insulation in new walls to underside of ceiling.

DIVISION 8 – DOORS, WINDOWS AND GLAZING:

1. Doors:

- A. New interior doors shall be solid-core, stain-grade, hardwood-faced.
- B. Finish new doors to match existing doors.
- C. New door and window frames shall be hollow-metal, shop-primed and painted to match existing frames. Existing frames to be repaired and/or painted as necessary.
- D. Door at Main Communications Room (MCR) shall have fixed metal louvers at top and bottom.
- E. Provide fire-rated assemblies, as required by code.
- F. Provide floor-mounted doorstops, throughout.
- G. Levers and locks shall be "Heavy-Duty Commercial" type to match existing hardware.



- H. Provide door locks at locations shown on plan; rekey existing doors as required for the new occupancy; suite entrance doors shall be keyed alike.
 - I. Provide existing or similar access control keypads at location indicated by County.
 - J. Doors and door hardware shall comply with the accessibility requirements of the California Administrative Code and the Americans With Disabilities Act.
2. Windows and Glazing:
- At Waiting area, install existing pass-through window, with speaker hole and tray, from former suite.

DIVISION 9 – FINISHES:

1. Carpet:

- A. Install new carpet throughout, unless otherwise shown on Preliminary Drawings.
- B. Carpet shall be building standard, textured level-loop, glue-down installation.
- C. Specify Mannington, Masland, Designweave, or approved equal.

2. Vinyl Tile:

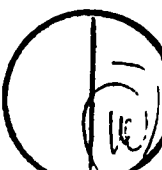
- A. Install vinyl tile at locations shown on Preliminary Drawings.
- B. Provide accent tile(s) in Waiting and Lunchroom.
- C. Install anti-static tile in Main Communications Room.
- D. Specify Armstrong "Excelon Premium", or approved equal.

3. Topset Base:

- A. Install 4" vinyl topset base at all new and existing walls, and cabinet bases.
- B. Specify Burke, Johnsonite, or approved equal.

4. Paint:

- A. Paint all new and existing interior spaces including, but not limited to walls, doors, and trim.
- B. Provide one base color and one accent color:
 - Office areas: eggshell finish.
 - Lunchroom: semi-gloss.



C. Specify Frazee, Sinclair, or approved equal.

5. Ceilings:

- Replace existing damaged, stained or missing ceiling tiles as required, match existing; paint existing ceiling in Deputy-in-Charge's office with acoustic tile paint to match suite throughout; repair/replace damaged suspension system as required.

6. Window Coverings:

- Install new building standard vertical blinds at all exterior windows.

7. Contact Bob Powell, (213) 974-4243, for color and finish selections.

DIVISION 10 – SPECIALTIES:

- Signage:

- A. Provide and install all necessary or required exit, occupant load, disability, and/or toilet room signs.
- B. Provide signage on main suite entrance door and in building directory; text to be provided by County.

DIVISION 11 – EQUIPMENT:

(No specific requirements)

DIVISION 12 – FURNISHINGS:

- Lessor shall be responsible for the hot-wire connections to the buildings' electrical and telecommunications systems.

DIVISION 13 – SPECIAL CONSTRUCTION:

(No specific requirements)

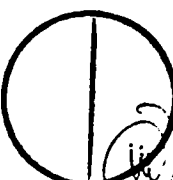
DIVISION 14 – CONVEYING SYSTEMS:

(No specific requirements)

DIVISION 15 – MECHANICAL SYSTEMS:

1. Plumbing:

Provide instant hot (warning label required) and cold water at existing sink in Lunchroom.



2. Heating, Ventilating and Air Conditioning System:

Heating, ventilating, and air conditioning system shall be building standard and shall accommodate the new occupancy. Thermostats shall have automatic change-over feature, (no manual switching from heating to cooling cycles), with tamper-proof covers.

Balance HVAC system after occupancy.

3. Fire Protection:

- A. Modify existing fire sprinkler and alarm system as required by governing jurisdiction.
- B. Provide and install fire extinguishers at locations required by local jurisdiction and at Lunchroom.

DIVISION 16 – ELECTRICAL:

1. Electrical:

- A. Provide convenience outlets at locations shown on Preliminary Drawings.
- B. Provide hot-wire connections for furniture system power and voice/data.

2. Lighting:

- A. Lighting shall accommodate the new occupancy. Design for 60 footcandles (2 watts/square foot maximum) at 30" above finish floor for all areas excluding halls and restrooms.
- B. Replace all damaged diffusers as required; replace parabolic fixtures with new plastic fixtures/diffusers to match existing throughout office. Replace all inoperable light fixtures and inoperable ballasts.
- C. Provide emergency exit lighting system as required by governing jurisdiction.

3. Telecommunications:

- A. Provide and install conduits and wall voice/data outlets as shown on plan(s).
- B. Plans and specifications prepared by the County of Los Angeles, Internal Services Department, Information Technology Services (ITS), shall be included as part of the work.
- C. For additional information, contact Nelson Chan, (213) 216-3469.

